

1.1.0 THE WISCONSIN NURSE AIDE TRAINING PROGRAM & REGISTRY MANUAL

The Nurse Aide Training and Competency Evaluation Program (NATCEP) was instituted under the federal Omnibus Reconciliation Acts of 1987, 1989 and 1990 (OBRA) 42 USC 1396r. It required states to establish training and competency evaluation programs and maintain a long-term care nurse aide registry program by coordinating the following activities:

- Approval and monitoring of nurse aide training programs;
- Oversight of a nurse aide competency evaluation program which consists of a clinical skills evaluation and a written or oral multiple choice examination;
- Operation of a Nurse Aide Registry containing information about individuals qualified to function as nurse aides in long-term care facilities and individuals with substantiated findings of resident abuse, neglect or misappropriation of resident property;
- Renewal registration of qualified nurse aides every two years; and
- Coordination of reimbursement for the Medicaid portion of training and testing costs incurred by facilities and individuals.

Wisconsin's nurse aide training and competency evaluation programs are implemented under **ss.146.40, Wis. Stats.** and **Chapter HFS 129**, Wisconsin Administrative Code.

The Wisconsin Nurse Aide Training Program and Registry Manual provides detailed information about the nurse aide training and competency evaluation program regulations and the Nurse Aide Registry in Wisconsin. This manual is intended to assist nurse aide training program instructors, competency evaluation program examiners and nurse aides in understanding their roles and responsibilities regarding nurse aide training and competency programs and the Wisconsin Nurse Aide Registry.

If you need further assistance, please contact the Office of Caregiver Quality by phone at (608) 243-2019 or by email at **Caregiver_Intake@dhfs.state.wi.us**.

To verify the **employment eligibility of a nurse aide**, search on the Promissor Website at https://www.asisvcs.com/services/registry/search_generic.asp?CPCat=0750NURSE.

For questions regarding **nurse aide training programs** in Wisconsin, call (608) 243-2083.

For questions regarding **nurse aide competency testing** in Wisconsin, call (866) 257-5424.

1.2.0 WISCONSIN NURSE AIDE TRAINING PROGRAM AND REGISTRY COMPONENTS

- Nurse Aide Training
- Nurse Aide Competency Testing
- Nurse Aide Registry
- Caregiver Misconduct Registry

1.3.0 DEFINITIONS

The following definitions apply to nurse aide training and testing programs and the Nurse Aide Registry in Wisconsin.

1.3.1 Competency Evaluation Program

The “competency evaluation program” is the testing program for nurse aides that is approved by the Department of Health and Family Services (DHFS), Bureau of Quality Assurance (BQA). The Department currently contracts with Promissor, an assessing agency specializing in the development and delivery of state certification testing, to administer the National Nurse Aide Assessment Program (NNAAP) as Wisconsin’s standardized competency test. Candidates who successfully pass the competency test are included on the Wisconsin Nurse Aide Registry.

1.3.2 Instructional Program

An “instructional program” is a training program for nurse aides that is approved by the Department of Health and Family Services (DFHS), Bureau of Quality Assurance (BQA). Wisconsin requires instructional programs to provide one comprehensive course to train persons to work in all health care facilities (e.g., nursing homes, home health agencies, hospitals, hospices, etc.). Throughout this manual, instructional programs are also referred to as training programs.

1.3.3 Medication Aide

A “medication aide” is a nurse aide who is able to administer medications in a nursing home after passing a state approved medication course.

1.3.4 Misconduct Registry

“Misconduct Registry” means the Wisconsin Caregiver Misconduct Registry. Effective April 1, 1992, federal regulations required states to investigate and track all allegations of client abuse or neglect and misappropriation of a client's property by a nurse aide. Effective October 1, 1998, Wisconsin expanded this requirement to all caregivers in entities that are regulated by the Department. The Wisconsin Caregiver Misconduct Registry lists all noncredentialed caregivers, including nurse aides, with a substantiated finding of caregiver misconduct (abuse or neglect of a client or misappropriation of a client's property).

1.3.5 Nurse Aide

A “nurse aide,” also known as a nursing assistant, CNA (certified nursing assistant), etc., is a person, regardless of title, who provides direct health care to a client by performing routine patient care duties under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). The term “nurse aide” also includes aides who work for a hospital, home health agency or hospice.

A nurse aide is **not** a person who is licensed, receives a permit, is certified or is registered as a nurse, optometrist, pharmacist, acupuncturist, psychologist, hearing and speech therapist, or a person whose duties primarily involve skills that are different from those taught in training and competency evaluation programs approved under section HFS 129.05, Wisconsin Administrative Code.

1.3.6 Nurse Aide Registry

“Nurse Aide Registry” means the Wisconsin Nurse Aide Registry. Beginning in 1990, the federal government required all states to maintain a registry of individuals who were eligible to work as nurse aides based on federal and state requirements. The Nurse Aide Registry is the Department of Health and Family Services (DHFS) record of persons who have successfully completed a training and competency evaluation program or met other applicable requirements and are qualified to work as a nurse aide in Wisconsin.

1.3.7 Nursing Related Duties

Nursing related duties are routine patient care duties delegated by a RN or LPN who supervises the nurse aide for the direct health care of a resident. These routine patient care duties include:

- Basic nursing skills (see 2.3.2.2)
- Personal care skills (see 2.3.2.3)

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- Basic restorative services (see 2.3.2.4)

1.3.8 Program

“Program” means a training program. It includes the facility, agency, organization or person that administers the training; program designee; program site; the curriculum(s); the classroom(s); the clinical site(s); primary instructor(s); program trainer(s); student files; supplies and equipment. .

1.3.9 Prohibition

A “prohibition” is a restriction from approving a nurse aide training program based on criteria outlined in federal regulations.

1.3.10 Student Nurse

A “student nurse” is a person who is currently enrolled in a school for professional nurses or a school for licensed practical nurses or who has successfully completed the course work of a basic nursing course of the school but has not successfully completed the examination.

1.3.11 Substantial Change

A “substantial change” is **any** change to any one of the items listed in 1.3.8.

1.3.12 Waiver

A “waiver” is the granting of an exemption to an instructional program from a federal requirement or a state administrative rule.